

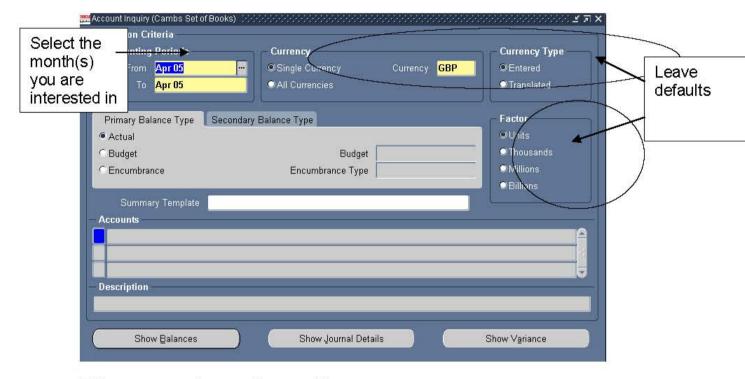
# Part 2. Account Enquiry

Account Enquiry	2
The Three Available Options Under Account Enquiry:	3
Show Journal Details	
Show Balances	3
Show Variances	3
Using Drilldown and How To Look Things Up If Drilldown Does Not Pr	ovide
The Information	4
Drilling down to encumbrance (purchase order) information	4
Drilldown to Receipting Information	5
Drilldown to Accounts Receivable Information	7
Drilldown to Payroll Information	8

#### Account Enquiry

This is the main enquiry window used to access GL information on-line and uses the general ledger code as its key.

Navigate to the Account Enquiry window from the main menu.



This screen can be used in one of two ways:

By selecting Primary Balance Type alone, you can see totals and check information on **one** of actual, budget or encumbrance (purchase order) transactions.

Select "Show Journal Details" - the other options won't work

By selecting a Primary Balance Type and a Secondary Balance Type you can compare the totals between **two** balance types of actual, encumbrance and budget.

All three buttons: Show Journal Details, Show Balances and Show Variances will produce results

Whether you choose just one or two balance types to review, <u>you need to</u> select firstly the account range, and then either the summary account or the detailed account that you are interested in at this first screen.

# The Three Available Options Under Account Enquiry:

**Show Journal Details** 

**Show Balances** 

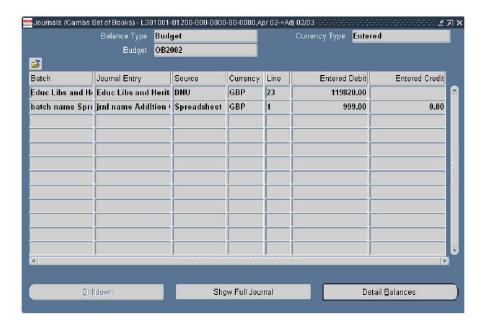
**Show Variances** 

## **Show Journal Details**

Choose the Show Journal Details button from the Account Enquiry window .

If entries exist, you will be able to view individual journal details for each of the 12 accounting periods if you have previously selected the period .

The following Journal Details screen is displayed:



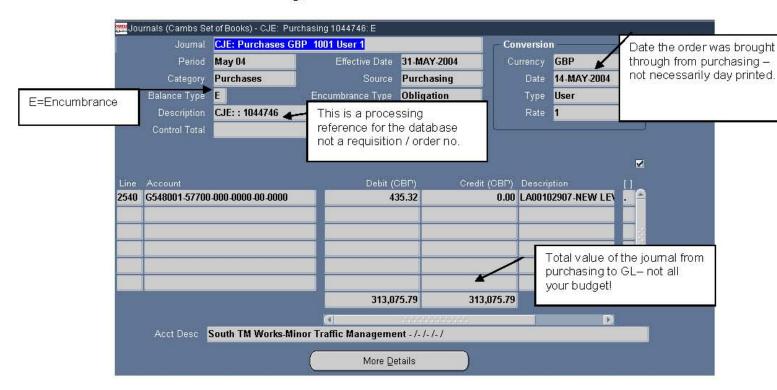
# Using Drilldown and How To Look Things Up If Drilldown Does Not Provide The Information

#### Drilling down to encumbrance (purchase order) information

There is no drill-down available from **encumbrance** information posted to the GL, back to Purchasing. So, to find out which order the posting relates to, you have to do the following.

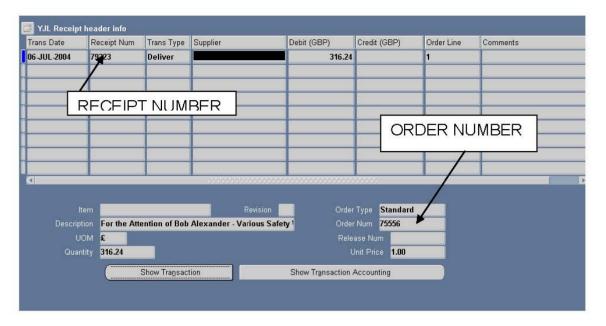
Copy the Line Description by selecting the description with the mouse and using Ctrl-C. Open a self-service purchasing session and go to Requisition Status, Expanded Search. Enter the description into Requisition Description (Ctrl-V) and add a % on the end because not the whole description is imported into GL and choose an appropriate data period then select Go. This should bring back one or a number of requisitions from which you can identify the order.

**Show Full Journal option:** Apart from showing the date on which the order was pulled into GL, there is no information here that can be immediately traced back to Purchasing, such as order number.

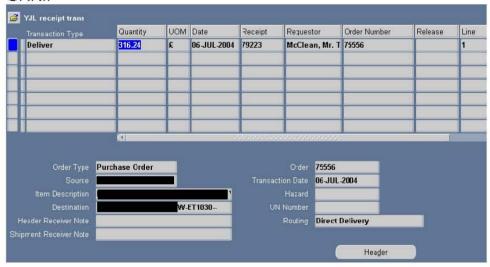


#### **Drilldown to Receipting Information**

When you find a receipt and select Drilldown, if you enhance the screen by the use of a folder, this is what you see:



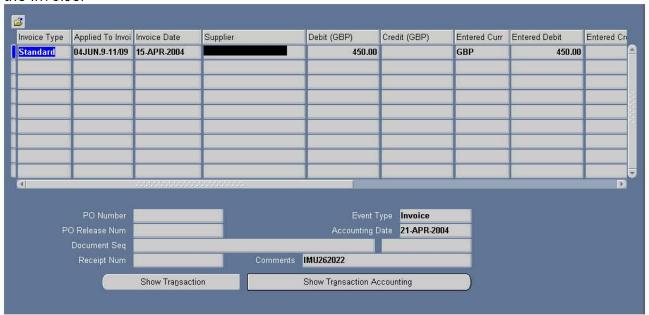
Using "Show Transaction" will tell you the delivery point, and who entered the GRN.:



From here, you can use the Purchase Order number, receipt number or requestor name to trace more information back to Purchasing or Accounts Payable if you need to.

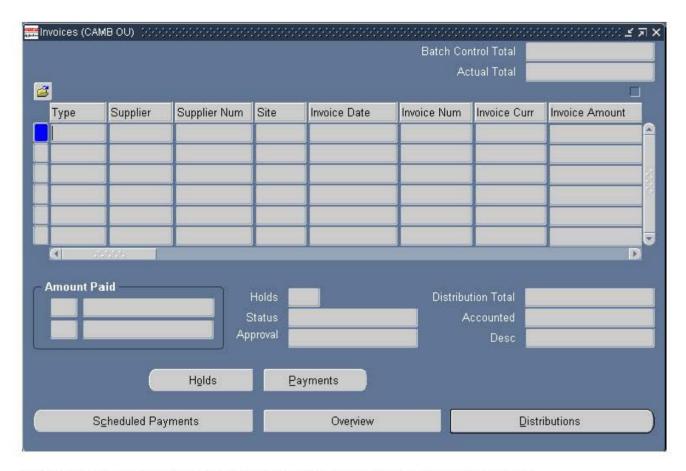
## **Drilldown to Accounts Payable Information**

If the transaction you are viewing in the Account Enquiry window originates in Accounts Payable, then clicking on the Drilldown button will take you to a screen like this, which gives you most of the information you will require about the invoice.



The invoice number, invoice date, supplier name etc. can be viewed here.

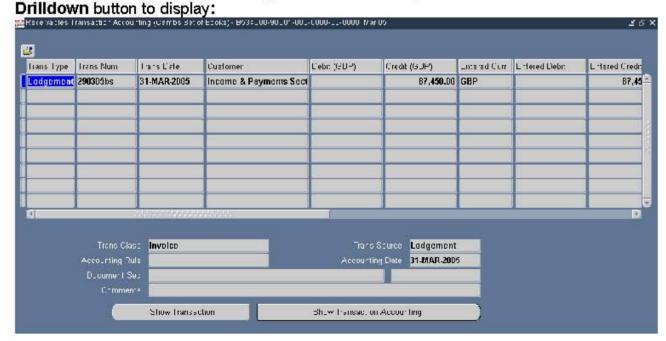
The Show Transaction button drills down to the following information:



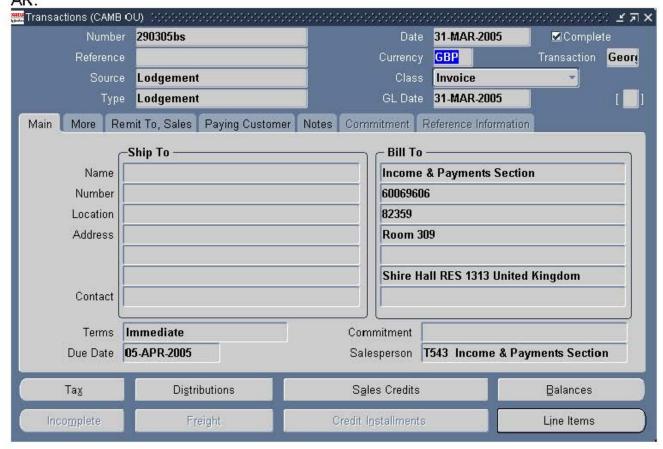
The **Show Transaction Accounting** will display the invoice accounting, which is only of interest if the invoice is split-coded.

## **Drilldown to Accounts Receivable Information**

To view the receivables transaction when the invoice was raised (in this example the £55.00 entry) from the journal detail screen, click on the



The **Show Transaction** button will display the full invoice details entered from AR:



From here it is possible to drill to Balances which will show the payments made to date against the invoice, or to Line Items, to see the detail information about the invoice.

The **Show Transaction Accounting** button will display the invoice accounting.

#### **Drilldown to Payroll Information**



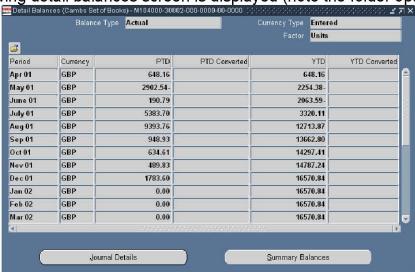
## Month end Processes

There is no built-in drilldown from the General Ledger posting back to detailed Payroll information. For this, you have to rely on the payroll transaction report.

#### **Show Balances**

Choose the **Show Balances** button from the Account Enquiry window. You see information for each accounting period in your selection criteria, including Period To Date and Year To Date balances for your account. Debit balances are displayed as positive amounts and credit balances are displayed as negative amounts.

The following detail balances screen is displayed (note the folder option):



The summary button enables you to drill up from a detail account balance to the summary account into which the detail account balance rolls up.

#### **Show Variances**

Variances are calculated as follows:

Variance = Primary Account Type – Secondary Account Type (hint: so if you want the budgetary control variance, choose Budget as Primary and Actual as Secondary)

The following Journal Details screen is displayed:



Choose the appropriate tabbed region to view Period To Date, Quarter To Date, Year To Date or Project To Date balances and their variances.

The **Project To Date** tab will have a rolling cumulative balance from the inception of that project (usually used for capital purposes) if applicable. However, detailed enquiries in the Projects Module are recommended rather than using this enquiry.

Using the button with the Budget name on will take you to an enquiry screen about the detailed journals (virements) which have taken place on the budget, per accounting period, but you may find it more useful to do the Enter Journal / Find Journal route.

Another way to review Variances, which makes it easier to see overall variances across your budget, but lacks a drill-down back to the detail is the Funds Available Enquiry window.